

MEMORANDUM

#04-12

TO: All Department and School Fiscal Officers
FROM: Trisha L. Neely, Director
DATE: October 30, 2003
SUBJECT: FIXED ASSETS

The Division of Accounting is responsible for maintaining the State's Fixed Asset System. Policies establishing the capitalization threshold were created for the purpose of reporting fixed assets in the Consolidated Annual Financial Report.

State organizations were given the option of using the Fixed Asset System to maintain items below the required threshold or to maintain inventory records using their own internal means. As a result, there are thousands of assets, in the system, that are less than the current financial reporting threshold. Many of the items have also exceeded their estimated useful life.

In order to improve the operational efficiencies of the Fixed Asset System, we are planning a mass deletion of equipment and vehicles less than \$15,000 and older than ten years. We have attached a report of equipment and vehicles that meet these criteria. Please review the listing and notify Linda Murabito (744-1079 or by email at linda.murabito@state.de.us) of any assets that **SHOULD NOT** be deleted from the system. Items will be purged from the system effective November 16 unless a request is received by your organization to maintain these items in the State's system.

Enclosure